

INSTRUCTIONS FOR CREATING A NEW ACCOUNT, LOGGING INTO EXISTING ACCOUNT, AND ONLINE CERTIFICATION RENEWAL

If you have never accessed the Correcs system or have not previously set up your account in the Correcs system, begin with “Creating a user account” below. If you have already created an account, proceed to “Access Correcs System” below.

Creating a user account

1. Go to <https://courts.michigan.gov/correcs>
2. Under “Create New Account,” on the Reporter Login screen, click where it says “existing certification number.”
3. Enter your certification number (digits only), last name, date of birth (mm/dd/yyyy), and home zip code, and then click the “Continue” button.
4. A message will indicate if the system was able to match the information you entered with your certification record. If not, you will need to correct any erroneous data and click the “Continue” button again. If you continue to receive error messages, exit the system and send an e-mail to CtRec-Info@courts.mi.gov for assistance. If your information was entered correctly, continue with the next step.
5. Enter your e-mail address. Enter a password; retype the password for verification, then click the “Create Account” button.
6. You will receive an e-mail to keep for your records indicating that you have successfully created a Correcs account.
7. You just created your account. You may now move on to the renewal process. Proceed to **Renew Certification** below.

If you have already created an account in the Correcs system, begin here.

Access Correcs System

1. Go to <https://courts.michigan.gov/correcs>
2. Type in your e-mail address and password.
3. If you have forgotten your password, click on “Request a New One” under “Reset Password.”

Renew Certification

1. Click on the “Personal Information” tab. Verify that your address and employment information are correct. Make any necessary corrections. In the employer information section, if you select “Firm,” it will take a few seconds for the list to appear. If you change any information, click on the “Save” button. If possible, please list a **direct phone number** for work. Only employer information is available to the public.
2. Select the “Renewal Tab.” Only certifications expiring **August 31, 2016**, are eligible for renewal. Select all certifications that you are eligible to renew. You must have recorded proceedings in each designation you are renewing during September 1, 2015 through August 1, 2016, to be eligible to renew that certification. If you hold more than one certification, the fee is still a total of \$30.
3. Fill in the “Equipment Used” box.

4. Indicate “yes” or “no” to the felony question. If you answer yes, explain the circumstances.
5. Select your payment method: Visa, MasterCard, or check. Click the “Continue” button. **Be sure to print the payment insert sheet to mail in with your payment.**

Choose Payment Option

If you choose the credit card method, follow the instructions and visual cues on the screen.

If you choose to pay by check, mail your check to:

Certification
PO Box 30048
Lansing, MI 48909.

Be sure to include the payment insert sheet you are prompted to print after completing the payment process online. Be sure to obtain signatures, if necessary.

Additional Important Renewal Information

- If you have chosen to pay by check, you will print a page to mail with your payment. If your funding unit pays for your certification, this page is what you will submit to your funding unit to process the payment. **PLEASE BE SURE YOUR FUNDING UNIT INCLUDES ALL PAYMENT INSERT SHEETS WITH THEIR CHECK.** Renew your certification early enough to allow the funding unit time to process so **check is received** before the August 1 deadline. **The late fee is \$100.**
- CEOs must obtain a signature from their chief judge. The system will prompt you to print a signature page. CEOs paying by check will send the signature page with their payment. CEOs making payment by credit card will mail only the signature page.
- Certification renewals paid by check **are not complete until payment is received and posted to your account.** It is imperative that you send the page the system prompts you to print with your payment for proper posting. A certification card cannot be printed until the payment is posted.
- Credit card payments post to the system automatically at the time of processing.
- You can track your renewal status through the Correcs system once you have processed your renewal. There are various messages that will appear on the renewal screen throughout the renewal season. Beginning June 1, the system will read “Ready.” As your certification processes, the screen will change to reflect your status.
 - If you renewed and paid by check, the status will be “Awaiting payment.”
 - After the payment is received and posted to the account, the status will change to “Payment received, card printed and expiration date updated, card(s) mailed.”
 - If you renewed and paid by credit card, the screen will read “Payment received, card printed and expiration date updated, card(s) mailed.”
 - After August 31, the status will read “Season closed until June 1 of next year.” Email CtRec-Info@courts.mi.gov to renew.
 - If you have processed your renewal and do not receive a new certification card within two weeks, please send an e-mail to CtRec-Info@courts.mi.gov. Include your name, certification number, and payment information.